HJB 953 INSTRUCTION	
For organizations managing hazardous materials on JBLM.	
EO/HMT:	Enter the name of Environmental Officer (EO) or Hazardous Materials Technician (HMT) overseeing the management of the HM being reported.
HMID SHOP CODE:	Enter the HMID shop code for the accountable section that is reporting. This code will begin with 'JBLM' and be followed by 4 digits. It should be indicated somewhere on your Authorized Use List (AUL). If you do not know your shop code, you can look it up in HMID or contact the Pollution Prevention Program (253-967-4786).
UNIT/ORG:	Provide complete unit/organization name, including Major Subordinate Command or Directorate as applicable.
DODAAC:	For Military and Civilian organizations, enter the DOD Activity Address Code **(W** # # # # #) of the accountable section that is reporting.
UIC:	For Military and Civilian organizations, enter the Unit Identification Code **(W # # # # #) of the accountable section** that is reporting.
OFC SYMBOL:	As applicable, enter the Unit/Organization Office Symbol, with the mail stop number. (For example: **IMNW-LEW-PWE, MS 17).**
PHONE:	Enter the phone number for the EO or HMT listed on the form.
EMAIL:	Enter the government or other official email address of the EO or HMT. If not available, enter the government or other official email address where questions may be directed.
CY QTR:	Mark the box with the Calendar Year quarter for which hazardous material use and storage are being reported.
BLDG#:	Enter the building number in which the hazardous material is stored. If HM is stored in an ENRD shed, enter the closest building number.
ITEM NAME:	Provide a detailed description of the item, including a product number if available. If multiple variants, specify the color, sheen, fragrance,etc.
NSN: / LSN:	Enter the Material Stock Number (MSN) only. (e.g. **9150014386049 or 8010PHM00012585)**
MANUFACTURER:	Manufacturer's name or vendor/distributor.
UNIT OF MEASURE:	Enter the Unit of Measure in terms of weight or volume (i.e. 16 OZ CN or 55 GL DR) if appropriate. Insert appropriate codes from the tables below.

CONTAINER SIZE CODES				
CODE	NAME		CODE	NAME
CF	CUBIC FOOT		LI	LITER
FL	FLUID OUNCE		MG	MILLIGRAM
FT	FOOT		ML	MILILITER
GM	GRAM		OZ	OUNCE
GL	GALLON		PT	PINT
KG	KILOGRAM		QT	QUART
LB	POUND		TN	TON

CONTAINER SIZE CODES				
CODE	NAME		CODE	NAME
AM	AMPOULE		CY	CYLINDER
BG	BAG		DR	DRUM
BL	BARREL		EA	EACH
BT	BOTTLE		KT	KIT
BX	BOX		PG	PACKAGE
CA	CARTRIDGE		TK	TANK
CN	CAN		TU	TUBE

RECEIVED (+)	Number of containers added to inventory(received) during the reporting period.
Comments	Any clarifing comments necessary.
Signature:	Legible signature of the individual completing the form.
Refer questions to the JBLM Hazardouss Materials program: (253) 966-6469 Email: mailto:usarmy.jblm.id-pacific.list.dpw-hm-inventory@army.mil	
If submitting in person, turn into the JBLM Hazardous Materials Program at building 1210, JBLM Lewis-Main	